

Fee \$50.00

CASE # _____

**CITY OF TROY
APPLICATION
BUILDING CODE BOARD OF APPEALS**

Request is hereby made for permission to erect, alter, modify or extend a structure or facility or substitute material therefore, either contrary to the provisions of the Building Regulations enacted by the City Council, including but not limited to: the Building Code, the Existing Structure Code, the Electrical Code, the Plumbing Code, the Mechanical Code and the Fence Ordinance, the Sign Ordinance or contrary to the decision rendered by the Building Official in denying an application for a permit as described below. (does not include Zoning Ordinance)

7 COPIES REQUIRED

Applicant: _____
(owner or duly authorized representative)

Phone Number: _____

Address: _____

Name of Owner: _____ Phone Number: _____

Address: _____

ADDRESS OF STRUCTURE/FACILITY: _____

Zoning District: _____ Sidwell # _____

Lot # _____ Subdivision: _____

Present Use: _____

Proposed Use: _____

Has there been a previous appeal involving this property? _____ If yes, state Case Number and particulars: _____

Outline below your appeal, listing sections of the Code for which relief is sought and outline your proposals that are contrary to the Code or Building Officials decision. Indicate your hardships if a variance is not granted and explain your alternatives that would be equal to what the code requires:

All supporting data attached to the application, including plans, drawn to scale, showing shape, dimensions, construction materials and method of construction are submitted in **7 copies** and depict a clear and accurate description of that portion of the structure or facility on which the appeal is based.

(Signature of Applicant)

STATE OF MICHIGAN
COUNTY OF _____

On this _____ day of _____, 20____, before me personally appeared the above named person who deposeth and sayeth that he/she signed this application with full knowledge of its contents and that all matters stated therein are true.

Notary Public _____ County, Michigan

My Commission Expires: _____

CITY OF TROY
PROCEDURES FOR APPEAL APPLICATIONS
TO THE BUILDING CODE BOARD OF APPEALS

MEETINGS WILL BE SCHEDULED BY THE CHAIRMAN OF THE BUILDING CODE BOARD OF APPEALS FOR THE **FIRST WEDNESDAY** OF EACH MONTH. APPLICATIONS TO THE BOARD MUST BE FILED **THREE (3) WEEKS** PRIOR TO THAT MEETING DATE.

ONE (1) ORIGINAL APPLICATION, FILLED OUT COMPLETELY, SIGNED & NOTARIZED, AS WELL AS SIX (6) ADDITIONAL COPIES, AND ACCOMPANIED BY A CHECK IN THE AMOUNT OF **\$50.00**, PAYABLE TO THE CITY OF TROY, MUST BE SUBMITTED AT THE TIME APPLICATION IS MADE.

IN ADDITION TO THE APPEAL FORM, **SEVEN (7) COPIES** OF PLANS DRAWN TO SCALE, SHOWING SHAPE, DIMENSION, CONSTRUCTION MATERIALS, AND METHOD OF CONSTRUCTION SHALL BE FURNISHED, DEPICTING A CLEAR AND ACCURATE DESCRIPTION OF THAT PORTION OF THE PROPOSED STRUCTURE ON WHICH THE APPEAL IS BASED.

ANY ADDITIONAL INFORMATION INCLUDING REPORTS OR ACCREDITED TESTING AGENCIES, INCLUDING ACCREDITED AGENCIES RECOGNIZED BY THE INTERNATIONAL CODE COUNCIL AND ACCEPTED ENGINEERING PRACTICES SHOULD ACCOMPANY YOUR APPEAL.

FAILURE OF THE APPELLANT OR HIS AUTHORIZED AGENT TO APPEAR BEFORE THE BOARD AS SCHEDULED, SHALL BE JUSTIFIABLE CAUSE FOR DISMISSAL OF THE CASE WITHOUT PREJUDICE, DUE TO LACK OF REPRESENTATION, WITH NO REFUND OF APPEAL FEE.